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ABSTRACT

An instructor's manual and student activity guide on cosmetology are provided in this set of prevocational education materials which focuses on the vocational area of trade and industry. (This set of materials is one of ninety-two prevocational education sets arranged around a cluster of seven vocational offerings: agriculture, home economics, distributive education, health occupations, world of work, trade and industry, and office occupations.) The instructor's guide is organized into the following elements: title of activity, duration of activity (twelve to thirteen days), activity goals, instructional objectives (six), related vocational clusters, and activity implementation (description, materials needed, safety considerations, teacher preparation prior to class, during the class, follow-up activities, answer keys to student check point activities and masters for duplications [e.g., test answer sheets on identification of equipment, sample appointment sheets]). The student activity guide, organized into five sections (manager, manicurist, hair stylist, eyebrow stylist, and inspector), provides step-by-step instructions (narrative and illustrations) for completing each instructional objective. Objectives focus on the identification and use of the equipment in each area. At the end of each set of instructions is a student check point (evaluation activity). Occupational descriptions for a manicurist, cosmetologist, and hair stylist conclude the document. (JH)

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ED169292

COSMETOLOGY

Kit No. 3

INSTRUCTOR'S MANUAL

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State Department of Education
Office of Vocational Education
Prevocational Education
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In Cooperation With

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Clemson, South Carolina 29631

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CE 020 477

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TITLE OF ACTIVITY

Kit No. 3, Cosmetology

DURATION

Main Activity: 10 days
Follow-up Activity: 2 – 3 days

GOALS

The student will experience some of the tasks performed by a cosmetologist.

The student will work with and learn the use of equipment used by a cosmetologist.

The student will experience "hands on" activities in relation to the field of cosmetology.

The student will become aware of the many occupations a cosmetologist may enter.

The student will identify training that is necessary in getting a license to practice cosmetology.

The student will gain some knowledge of the economic system.

INSTRUCTIONAL OBJECTIVES

Using the student booklet, students will operate the assigned center of the beauty shop.

The student will be able to identify and/or match the equipment needed to operate the center from diagrams given.

The student will operate the equipment in assigned center.

The student will list in writing other duties of a cosmetologist.

The student will see, through experience, the function of the economics system.

The student will list at least six occupations which may be entered through cosmetology.

VOCATIONAL CLUSTERS

This unit, in addition to cosmetology, has incorporated some distributive education, office occupations and understanding of economics.

ACTIVITY IMPLEMENTATION

A. Description

The activity is prepared to help students become aware of tasks a cosmetologist will do. The teacher will need to explain to the class that there are six specific areas which will need operators. They are: supply house, manager, hair stylist, manicurist, eyebrow stylist, and a state board inspector.

You will need to check equipment and have it on display the first day. Using the identification sheets, the students will learn the names of the equipment used. The test is used to check accuracy of identification equipment.

Number of students needed for activities:

Supply house:
Clerks – 2
Delivery man – 1

Beauty shop:
Manicurist – 1 operator, 2 patrons
Hairstylist – 2 operators (they will use mannequin)
Eyebrow Stylist – 1 operator, 2 patrons
Manager – 1 or 2
State Inspector – 1 to 3

If class has 20 or more students, more patrons may be used. They may observe the operator as they wait for their turn, using the observation sheets. In large classes, also, some students could be reading the handout from VIEW which is suggested as a followup activity.

Introduction to Manicure

One of the many skills you will learn in studying to be a cosmetologist is to give a manicure (and perhaps a pedicure as well). Many years ago long, colored fingernails were a mark of distinction of an aristocrat. Now many people enjoy manicures regularly. You will learn in beauty school, the parts of the nail, how the nail grows, and how the nail shapes. This is all essential information. In the prevocational class you may give your classmate a manicure. Be sure you follow the steps given. In filing the nails be very careful. Filing too deeply in the corners may be painful and damage the nail.

Introduction to Hair Styling

The largest part of a beautician's time is spent working with the patron's hair. If you are studying to become a cosmetologist, you will learn the makeup of the hair and will spend much time practicing with the hair on a mannequin, then on a fellow student. You will spend much time with brushing and shampooing skills. You will only practice two skills in your prevocational class: 1. To section off the hair and to roll the hair of your mannequin on rollers, and 2. To blow hair dry as it is styled with a brush. Men and women use this method of styling the hair.

Introduction to Eyebrow Tweezing

A task that a cosmetologist does is shaping the patron's eyebrows. It is necessary to have a chair which reclines to perform this job. Since you do not have this type, you will only prepare your patron for tweezing. It would be most uncomfortable to shape eyebrows while the patron is sitting straight in a chair.

B. Safety

Safety rules are included under description.

C. Materials

1. Audio Visual Equipment
   None
2. Technical Equipment

Manicure Center Equipment

1 small lamp (optional)
1 small plastic tray for assembling supplies
1 cuticle nipper for trimming cuticle
1 container for making a wet sanitizer (Make wet sanitizer)
1 finger bowl filled partially with water
1 nail brush for cleaning nails
1 buffer for polishing
1 cuticle lifter for loosening cuticles

Equipment for Rolling

1 mannequin – short hair
1 all-purpose brush
1 comb-out-comb
1 finger-waving comb
1 rat-tail comb
1 spray bottle for water
1 yard square of plastic
10 dozen rollers in assorted sizes with plastic tray
1 box or 4 dozen clips

Equipment for Blow Drying and Styling

Mannequin – short hair; a male mannequin preferably
1 all-purpose brush
1 round brush
1 blow dryer – portable hand dryer
1 yard square of plastic
1 spray bottle for water
1 comb-out-comb

Equipment for Arching Eyebrows

1 container for wet sanitizer
1 pair of eyebrow tweezers
1 eyebrow pencil
1 cape
1 eyebrow brush

3. Expendable Supplies

Supplies for Manicure Center

1 bottle alcohol
1 package sterile cotton
1 trash bag
1 bottle polish remover
1 bottle hand lotion
1 bottle cuticle softener
1 bottle nail white
1 bottle base coat
1 bottle top coat
1 small bottle shampoo or soap
2 towels
1 package of emery boards or files for shaping nails
1 package wood sticks used with cotton balls

Supplies for Arching Eyebrows

1 cleansing cream, 3 oz. (88.72 cc)
1 bottle 70% alcohol
1 small bottle astringent
2 towels

1 box boric acid (for making solution)
1 doz. disposable neck strips
1 bag of 50 sterile cotton balls

Supplies for Rolling & Blow Drying

3 Towels

D. Preparation Prior to Class

Check the equipment:
Color coded cards with name of activity for that area
List of equipment
List of supplies
Read the Student Learning Activity Guide and set-up the areas for each activity.

E. During Class Sessions

This unit is to help students experience tasks performed by a cosmetologist. After learning to identify equipment, the student will be assigned to one of the centers. The directions are to be followed. Since there may be no cosmetologist present, you cannot do anything that would be harmful to the patron if misused.

A suggested schedule is:

1st day: Introduction of unit. Identification of equipment.
2nd day: Assignment of operators and patrons to the three centers.
3rd day: Assign patrons to be operators and operators to be patrons. If some of the students have observation sheets provided, they should have a more active part. This day may go into the 4th day.
4th day: Assign interviews for next day. Discuss work during 2nd and 3rd day.
5th and 6th day: Report on interviews. Study VIEW fact sheet.

F. Follow-up Activities

1. Have students fill out VIEW Fact Sheet.
2. Individual Activity: Have interview with a cosmetologist to find out all things a cosmetologist does. Report to class.
3. Individual Activity: Find out about the state board examination, the number of hours of school, the length of apprenticeship and other requirements to get a license to practice cosmetology in this state. Use a prepared information sheet.
4. Group Activity: Discuss verbally activities liked and/or disliked.
5. Group Activity: List on board, at student suggestion, the occupations one may enter after becoming a licensed cosmetologist.

ANSWER KEY

Identification of Manicuring Equipment

1.	E	7.	F
2.	B	8.	L
3.	G	9.	D
4.	K	10.	A
5.	I	11.	J
6.	C	12.	H

Identification of Hair Styling Equipment

1.	K	9.	D
2.	B	10.	M
3.	E	11.	J
4.	H	12.	F
5.	A	13.	L
6.	N	14.	I
7.	G	15.	C
8.	G		

Identification of Eyebrow Arching Equipment

1.	B	7.	A
2.	F	8.	J
3.	L	9.	C
4.	K	10.	I
5.	D	11.	E
6.	H	12.	G

MASTERS FOR DUPLICATION

1. VIEW Fact Sheet
2. Test on Identification of Equipment:
   Manicure
   Hair Styling
   Eyebrow Arching

3. Observation sheet for
   - Manicures
   - Roller Styling a Mannequin
   - Blow Drying a Mannequin
   - Preparing a Matron for Tweezing
4. Flow Chart
5. Appointment Schedule
6. Paper Face for Eyebrow
7. Information Sheet

VIEW FACT SHEET

NAME _____ CLASS _____ OCCUPATION _____

A. List the advantages (good points) of this occupation (job).

B. List the disadvantages (bad points) of this occupation (job).

C. List three things you should know to do this occupation (job).
1.
2.
3.

D. What type of education should you get to be prepared (do) for this occupation (job)?

E. What courses must you take to go into this occupation (job)?

F. What do you think your future in this occupation (job) will be?

G. What wage can you expect in this occupation (job)?

H. What are the working hours of this occupation (job)?

I. To learn more about this occupation (job), write to:

J. Using a scale of 1 to 5, circle the number that measures your interest in this occupation (job) as a possible career.

I don't like it. 1 2 3 4 5 I like it.

TEST FOR IDENTIFICATION OF MANICURE EQUIPMENT

1.	_____	A.	Emery board
2.	_____	B.	Finger bowl
3.	_____	C.	Buffer
4.	_____	D.	Cuticle scissors
5.	_____	E.	Tray
6.	_____	F.	File
7.	_____	G.	Towels
8.	_____	H.	Cuticle nippers
9.	_____	I.	Nail brush
10.	_____	J.	Cuticle pusher
11.	_____	K.	Container for sanitizer
12.	_____	L.	Orange wood stick

TEST FOR IDENTIFICATION FOR HAIR STYLING EQUIPMENT

1.	_____	A.	Lift
2.	_____	B.	All purpose brush
3.	_____	C.	Tapering shears
4.	_____	D.	Comb
5.	_____	E.	Rollers
6.	_____	F.	Thinning shears
7.	_____	G.	Rat tail comb
8.	_____	H.	Clips
9.	_____	I.	Hot comb
10.	_____	J.	Afro comb
11.	_____	K.	Rat tail brush
12.	_____	L.	Curling irons
13.	_____	M.	Styling comb
14.	_____	N.	Razor

TEST FOR IDENTIFICATION OF EYEBROW ARCHING EQUIPMENT

1.	_____	A.	Container for wet sanitizer
2.	_____	B.	Cleansing cream
3.	_____	C.	Eyebrow pencil
4.	_____	D.	Disposable neck strips
5.	_____	E.	Towels
6.	_____	F.	Alcohol
7.	_____	G.	Eyebrow brush
8.	_____	H.	Cotton balls
9.	_____	I.	Cape
10.	_____	J.	Eyebrow tweezers
11.	_____	K.	Boric acid
12.	_____	L.	Astringent

OBSERVATION SHEET FOR MANICURE

Directions:
Observe the operator in this center. Circle the number which most clearly describes the operator's performance. (3– completed very well; 2– done to some extent; 1– did not do at all.)

1.	Selected all equipment needed. (Check by diagram)	3	2	1
2.	Area covered with a towel.	3	2	1
3.	The equipment arranged in an orderly way in the area.	3	2	1
4.	A towel folded to use as a rest for patron's hand.	3	2	1
5.	The operator made and used correctly a wet sanitizer.	3	2	1
6	The operator cleaned own hands as well as patrons.	3	2	1
7.	The nails were filed from corners toward center—and filed lightly.	3	2	1
8.	In removing polish, operator worked from little finger toward thumb.	3	2	1
9.	The operator started with patron's left hand.	3	2	1
10.	The operator pushed cuticle back very gently and carefully.	3	2	1
11.	The operator followed the steps as listed in the student's manual.	3	2	1
12.	The operator was pleasant.	3	2	1
13.	The operator worked in a professional manner.	3	2	1
14.	The patron seemed to be at ease.	3	2	1
15.	Used cotton disposed of properly.	3	2	1

Comments:

OBSERVATION SHEET FOR HAIR STYLING CENTER—ROLLING

Directions:
Observe the operator in this center. Circle the number which most clearly describes the operator's performance. (3— completed very well; 2— done to some extent; 1— did not do at all)

1.	The operator selected all the equipment needed. (Check by diagram.)	3	2	1
2.	The correct equipment was used for job to be done.	3	2	1
3.	The tangles were completely removed before rolling.	3	2	1
4.	The steps given in student's manual were followed.	3	2	1
5.	The hair was pulled out from head.	3	2	1
6.	The hair was rolled under rather than over. (Arrow in illustration)	3	2	1
7.	The hair was rolled completely.	3	2	1
8.	There were no loose ends protruding from rollers.	3	2	1

Comments:

OBSERVATION SHEET FOR HAIRSTYLING CENTER—BLOWING DRY

Directions:
Observe the operator in this center. Circle the number which most clearly describes the operator's performance. (3— completed very well; 2— done to some extent; 1— did not do at all)

1.	Operator selected all equipment needed. (Compare to Illustration.)	3	2	1
2.	The tangles were completely removed before beginning to style.	3	2	1
3.	Hair was pulled up and over brush as it was dried.	3	2	1
4.	The operator worked quietly and efficiently.	3	2	1
5.	The style looked attractive.	3	2	1
6.	The steps in the student's manual were followed.	3	2	1

Comments:

OBSERVATION SHEET FOR EYEBROW CENTER

Directions:
Observe the operator in this center. Circle the number which most clearly describes the operator's performance. (3– completed very well; 2– done to some extent; 1– did not do at all)

1.	The operator selected all equipment needed.	3	2	1
2.	The operator made a wet sanitizer.	3	2	1
3.	The operator used the wet sanitizer.	3	2	1
4.	A disposed neck band was used to protect hair.	3	2	1
5.	The patron was made comfortable.	3	2	1
6.	The operator determined the length of the brow and its high point.	3	2	1
7.	The operator followed the steps in the student manual.	3	2	1

Comments:

Flow Chart of Cosmetology

APPOINTMENTS

	MANICURE	HAIR STYLING ROLLING	HAIR STYLING BLOW DRY	EYEBROW CENTER
1				
2				
3				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

19

INFORMATION SHEET
ON
STATE REQUIREMENTS FOR COSMETOLOGISTS

Directions – The following data should be completed by having an interview with a licensed cosmetologist.

1. How many hours are required in an area vocational school or at a privately operated beauty school? _____

2. Upon completion of the program of work at a beauty school, the student takes a test given by the state. This is called _____

3. This test is divided in two sections – written and practical. What are some of the things included in each?

Written	Practical
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

11. After taking the state board test referred to in question 2; the student must work under a cosmetologist, this is called an/a _____

12. How long must one work in this capacity? _____

13. After completion of the apprenticeship, another test must be taken. This is called _____

14. Where is this test or exam taken? _____

15. How much is the fee for this test? _____

16. Should one not make a satisfactory grade on this test, what can be done?

Should you wish further information regarding the state requirements, write:

South Carolina State Board of Cosmetic Art
Blanding Street
Columbia, South Carolina 29201

COSMETOLOGY

Kit No. 3

STUDENT

LEARNING ACTIVITY GUIDE

Prepared by

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INTRODUCTION

This unit is designed to introduce you, in a very limited way, to some of the many activities you would learn should you choose to enter the field of cosmetology. Careers through cosmetology are very rewarding; involving much hard work and preparation. In addition to the techniques normally associated with a beauty shop, a cosmetologist has a vast background knowledge of the skin, cosmetics, biology, chemistry, anatomy, and psychology.

FLOW CHART

(See handout)

DIRECTIONS

This activity is designed to let you engage in several routine activities of a cosmetologist.

The operators are:

1. Manager – to answer phone, make appointments and receive payment for service received. The manager will assign students to be operators in each station as well as students to be patrons in this shop.

2. Clerks in supply store – to be sure equipment and supplies are displayed for operators to select. Check equipment and supplies out to operators and be sure everything is returned at the end of the class period.

3. Operators for shop:
   –Manicurist: Select supplies, prepare equipment and give manicures.
   –Hair Stylist: 2 operators, one for rolling hair and one for blowing dry the hair of the mannequin provided.
   –Operator for eyebrow station: Turn to the portion of this booklet that gives steps for you to follow.

4. State Inspector – to see that equipment is sterilized, the shop is clean and safety precautions are taken.

PROGRAMMED TEXT

MANAGER

MANAGER

The manager initiates the flow of activities. The manager will need a small table or desk, and an appointment book.

Instructional Objective I

Given a list of areas, the manager will designate places for each activity.

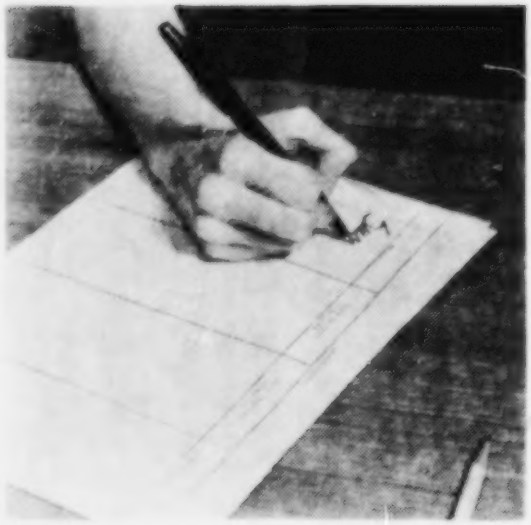
STEP 1 – At the beginning of the period the manager will see that all the stations or areas of the beauty shop have operators. As soon as the operators have secured supplies and are ready, the manager can send other class members who are to be patrons to the manicuring center and eyebrow tweezing areas. the hair styling operators will work on mannequins.

Check Point

Check to see if there are areas for:

- Supply house
- Hair dressing
- Manicuring
- Arching eyebrows

Instructional Objective II



In appointment book, set up appointments for other students to go to operators in the three stations of the beauty shop. If the students are to alternate and work in a different area, or operators are to become patrons, the manager may give the patrons appointments for the next class period.

Check Point

Check to see that each area has patrons.

MANICURIST

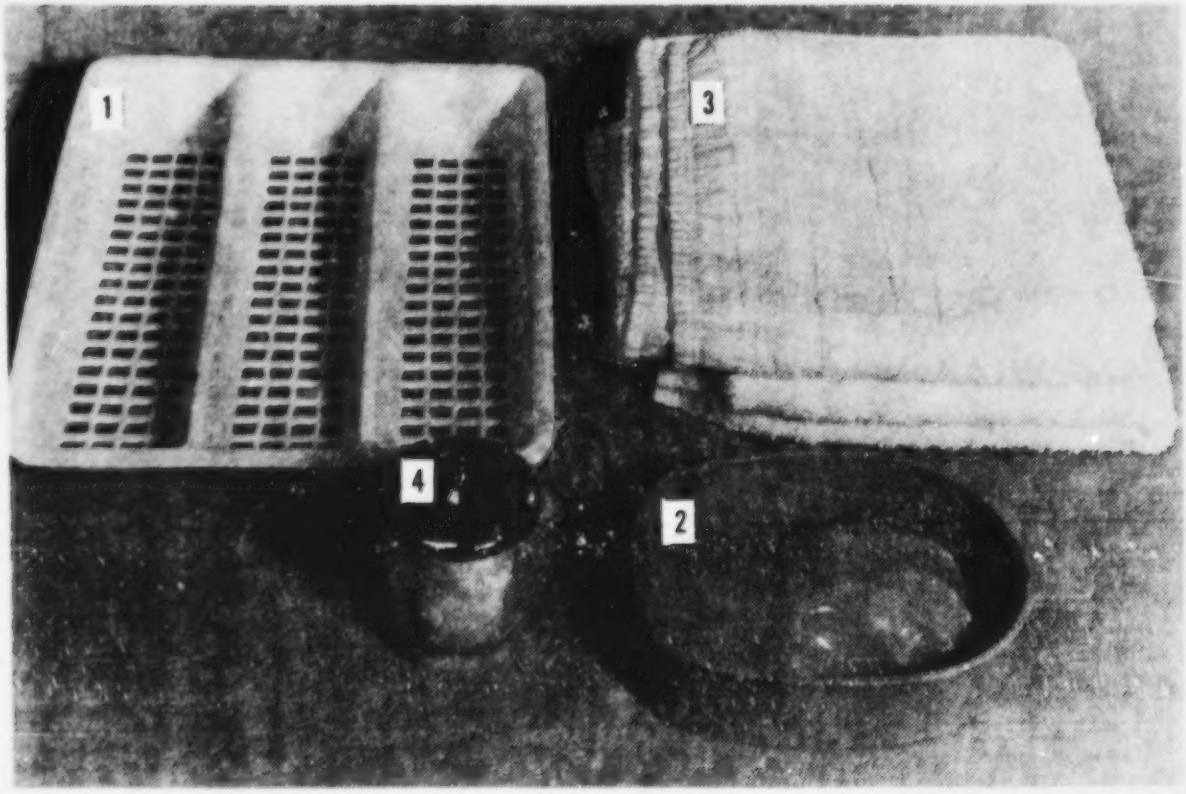
MANICURIST

One of many skills you will learn in studying to be a cosmetologist is to give a manicure (and perhaps a pedicure as well). Many years ago, long, colored fingernails were a mark of distinction of an aristocrat; now many people enjoy manicures regularly. You will learn in beauty school, the parts of the nail, how the nail grows and shapes. This is all essential information. In the prevocational class you may give your classmate a manicure. Be sure you follow the steps given. In filing the nails be very careful. Filing too deeply in the corners may be painful and damage the nail.

Instructional Objective 1

The student will identify all the tools for a manicure center.

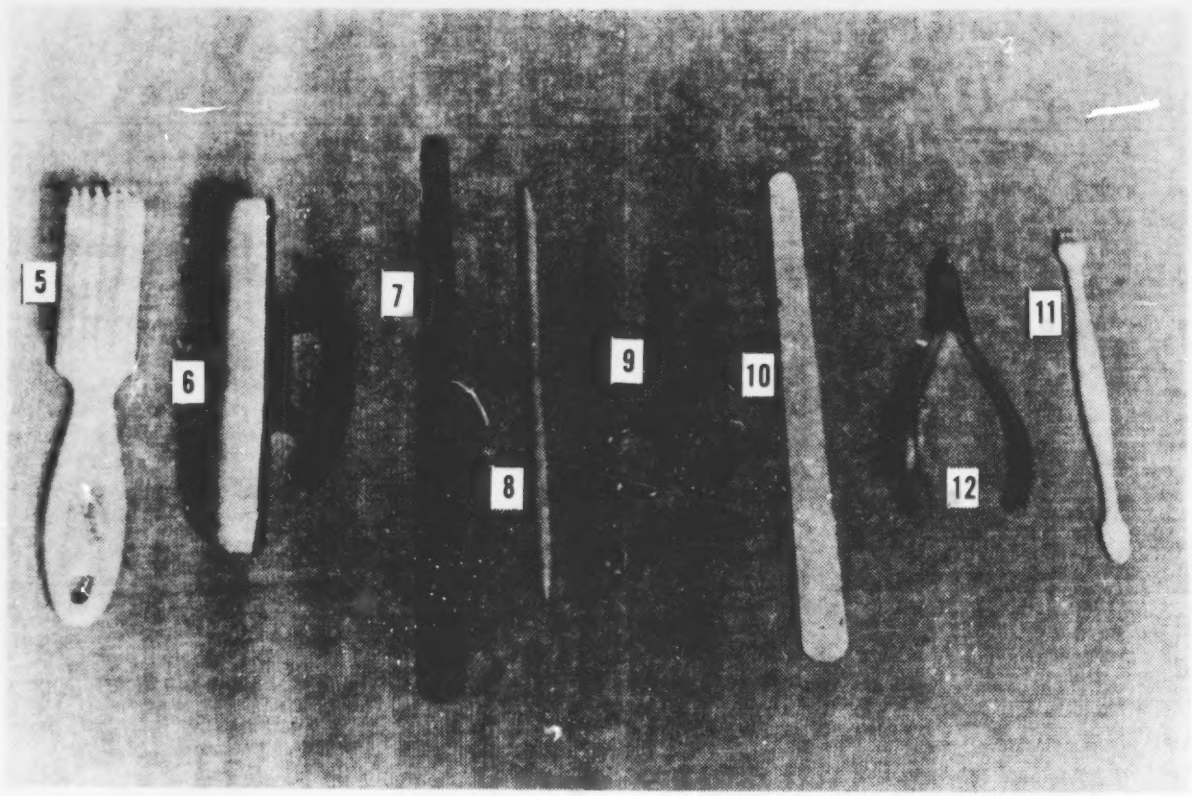
1. Tray for assembling equipment
2. Finger bowl
3. Towels
4. Container for wet sanitizer



5. Nail brush
6. Buffer
7. File
8. Orangewood stick
9. Cuticle scissors
10. Emery board
11. Cuticle pusher
12. Cuticle nipper

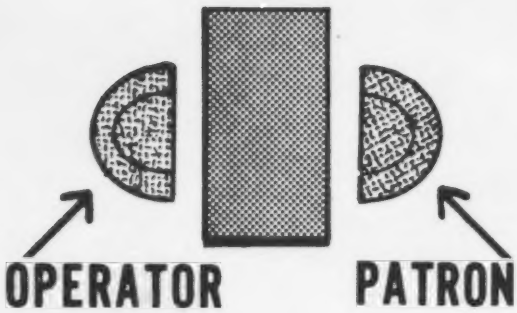
Check Point

On the test for identification of manicure equipment, fill in proper tools with correct letters.



Instructional Objective II

The student will prepare area and equipment tray to give manicures.



STEP 1 – Secure small table, desk or similar area and 2 chairs. The chairs are placed on opposite sides of the table. One is for you as the operator, and the other is for your patron, who wishes to have his/her fingernails manicured. Be sure table is clean.

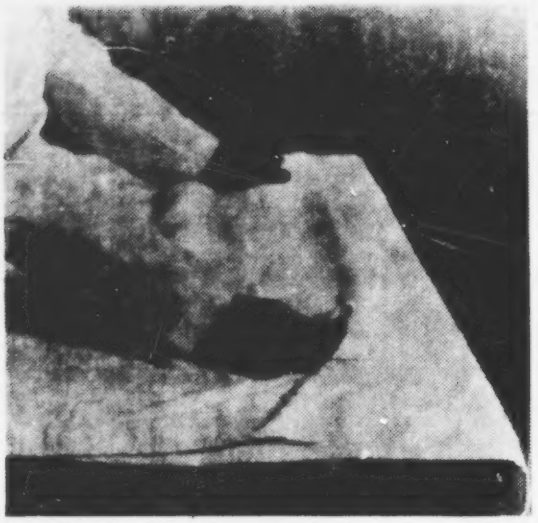
STEP 2 – Study the list of equipment and supplies needed.

Equipment:
2 towels
1 small lamp
1 small plastic tray for assembling supplies
1 cuticle nipper for trimming cuticles
1 container for making a wet sanitizer (make wet sanitizer)
1 finger bowl, filled partially with water
1 package emery boards or files for shaping nails
1 package wood sticks, used with cotton balls
1 nail brush for cleaning nails
1 buffer for polishing
1 cuticle lifter for loosening cuticles

Supplies:
1 bottle alcohol
1 package sterile cotton
1 paper bag
1 bottle of cuticle softener
1 bottle polish remover
1 bottle hand lotion
1 bottle nail white
1 bottle base coat
1 bottle top coat
1 small bottle shampoo or soap

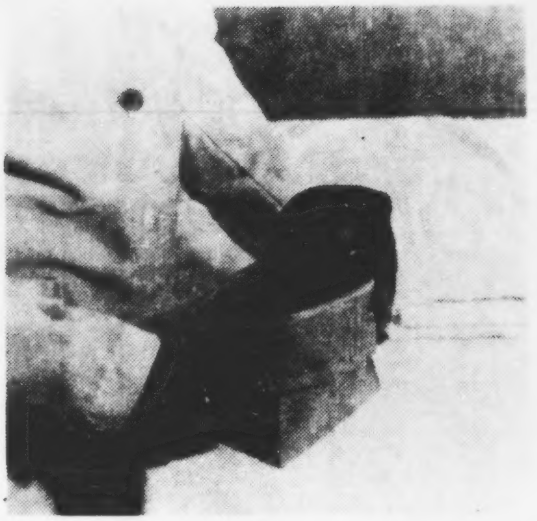
STEP 3 – Go to the supply table and get your equipment and supplies.

STEP 4 – Take your equipment and supplies back to your area.



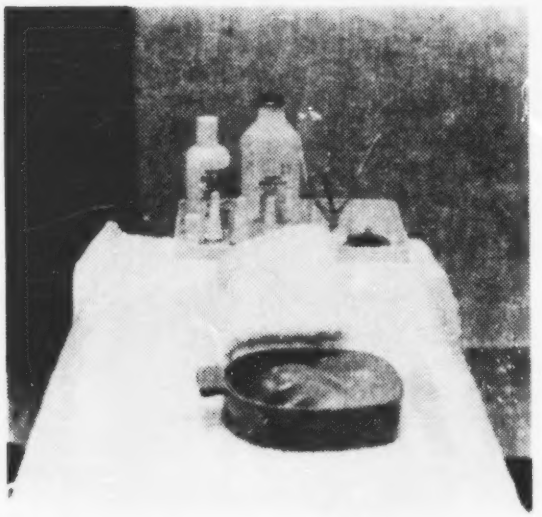
STEP 5 – Spread a clean towel over area you are going to use.

STEP 6 – Fold second towel to cushion arm of patron.



STEP 7 – Prepare paper bag for used cotton by turning down top.

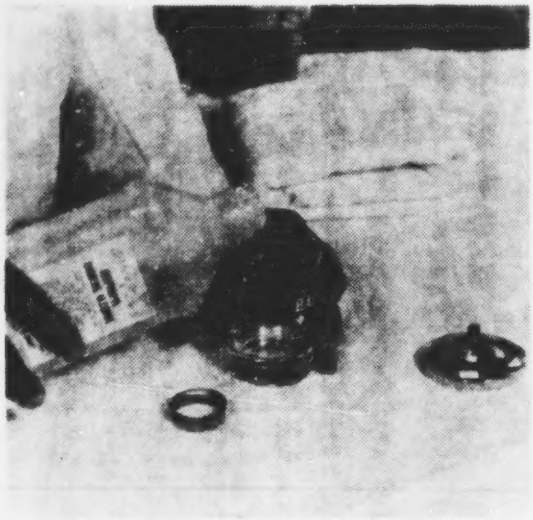
Check Point

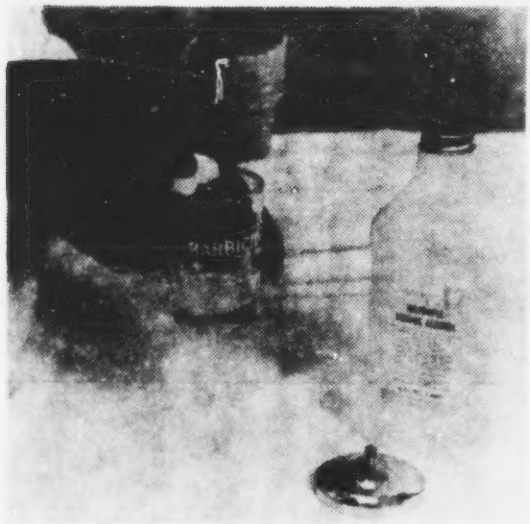


Did you clean the table?
Did you cover table with clean towel?
Have you checked supplies and arranged them on the tray as shown in diagram?

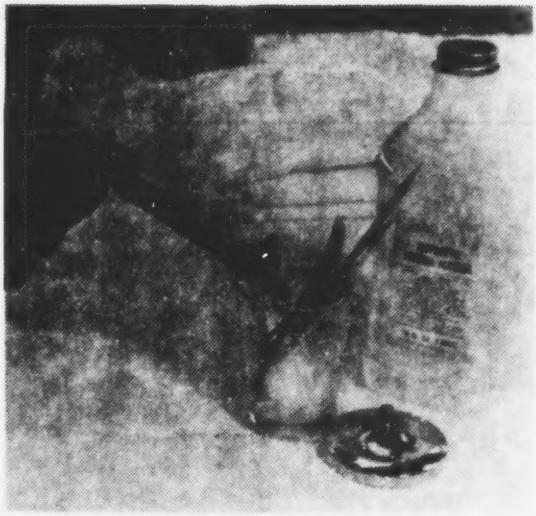
Instructional Objective III

The student will gain some knowledge of sterilization in a beauty shop by making a wet sanitizer and cleaning hands.



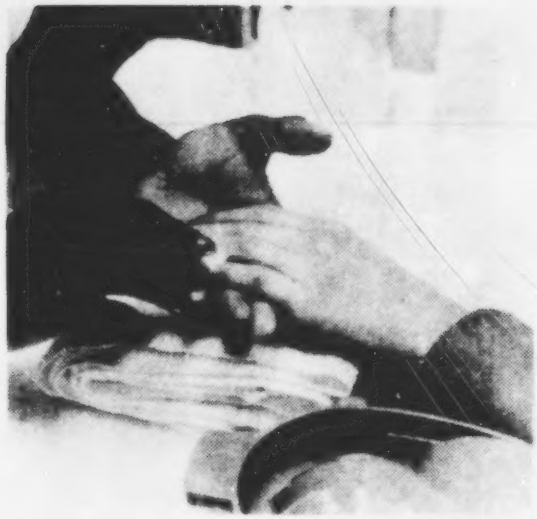


STEP 1 – Put about ½ inch (1.27 cm) of 70% alcohol in small jar. Drop 3 or 4 cotton balls in to make a wet sanitizer.



STEP 2 – Place cuticle nippers, cuticle lifters, orange wood stick, and file in sanitizer.

STEP 3 – Pour a few drops of alcohol in your hands and rub them together.



STEP 4 – Moisten a cotton ball in alcohol and sponge off patron's hands. Use a clean cotton ball for each hand.

STEP 5 – If patron has polish on fingernails, remove it by moistening cotton ball in polish remover. Work from little finger toward the thumb. By holding the moist cotton on the nail for a short time, the polish will slip off easily. Use a fresh area of the cotton for each nail.

Check Point

Have you done the following steps in preparation for the manicure:

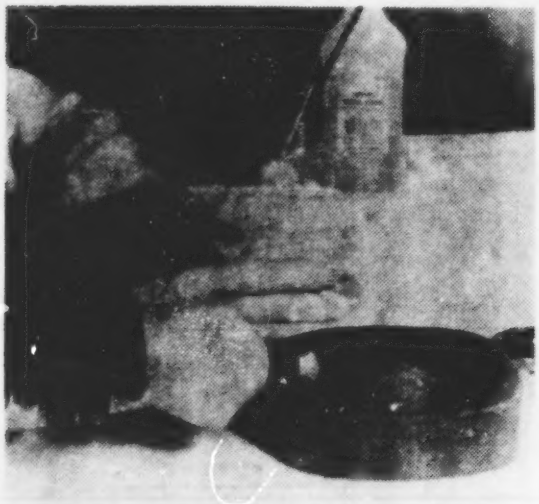
Prepared the sanitizer. (Check by illustration)

Have you cleaned your hands and your patron's hands with alcohol and cotton?

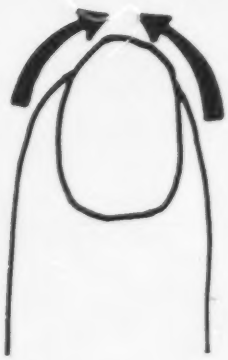
Have you removed nail polish?

Instructional Objective IV

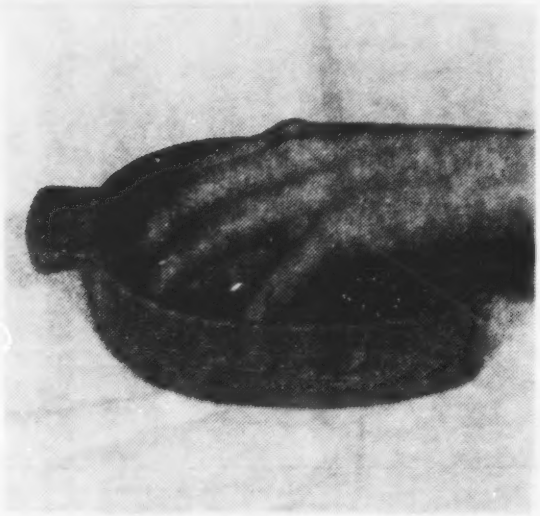
The student will demonstrate knowledge of hand and nail care by following the steps for giving manicures.



STEP 1 – Put warm water and a few drops of shampoo or dissolved soap in finger bowl.



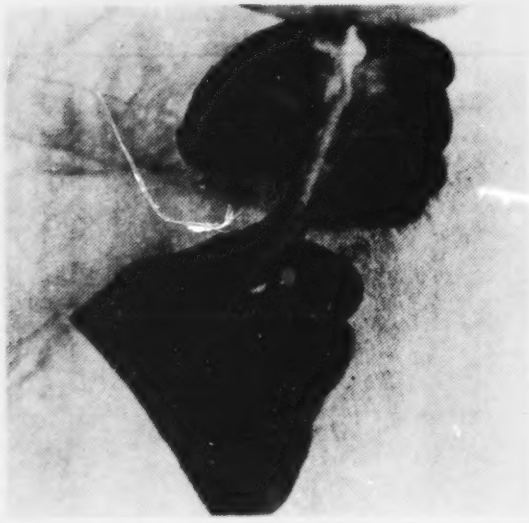
STEP 2 – File nails–left hand first. Hold patron's finger between thumb and two fingers of left hand. File lightly – from corners toward center. Never file back and forth or do not go into corners deeply. Use an emery board to file nails. File very lightly and gently.



STEP 3 – Place filed hand into the finger bowl of warm water and soap.

STEP 4 – File right hand while left hand soaks. (Same as left hand)

STEP 5 – Remove left hand from water and put right hand in finger bowl. Dry left hand and push cuticles back with towel.



STEP 6 – Twist small amount of cotton around one end of orange stick.

STEP 7 – Apply cuticle softener with orange stick. Gently push the cuticle back. This should be done with great care to prevent injury to the cuticle area.

STEP 8 – Clean under the nails using cotton and the orange wood stick.

STEP 9 – If hangnails or cuticles need to be removed, use the cuticle nippers and hold in the position of the diagram.

STEP 10 – Apply cuticle oil to cuticle of left hand and rub in well. This can be done with your thumb.

STEP 11 – Nail white may be used under free edge if wanted or needed.

STEP 12 – Rub hand lotion on left hand.

STEP 13 – Remove right hand from finger bowl and repeat steps 5 to 12.

STEP 14 – Put tips of fingers of left hand back in finger bowl to remove cuticle softener and nail white. Clean gently using nail brush and water in bowl.

STEP 15 – Dry with towel and buff using buffer. This is a good time to examine nails carefully. The buffing motion should be from the base of the nail to the tip in one motion rather than back and forth.

STEP 16 – Follow steps 14 & 15 on right hand.

Check Point

Inspect nails carefully.

Are they free from rough edges?

Are the nails of each finger equal in length?

Is each nail gently rounded?

Are cuticles back at base of nails?

Instructional Objective V

The student will use good techniques in applying base coat and/or polish when desired. (not required)

STEP 1 – Base coat is applied first and must be thoroughly dried before polishing. Base coat, polish, and top coat are applied to each nail using three strokes. First in the center, then to sides.

STEP 2 – Apply nail enamel (left hand first). Remove any excess with orange wood stick (wrapped with cotton and dipped in remover).

STEP 3 – Apply top coat. Let dry thoroughly.

STEP 4 – Return equipment and supplies to supply table.

Check Point

If polish was used, is it evenly applied?

Does nail polish add to attractiveness of nails?

HAIR STYLIST

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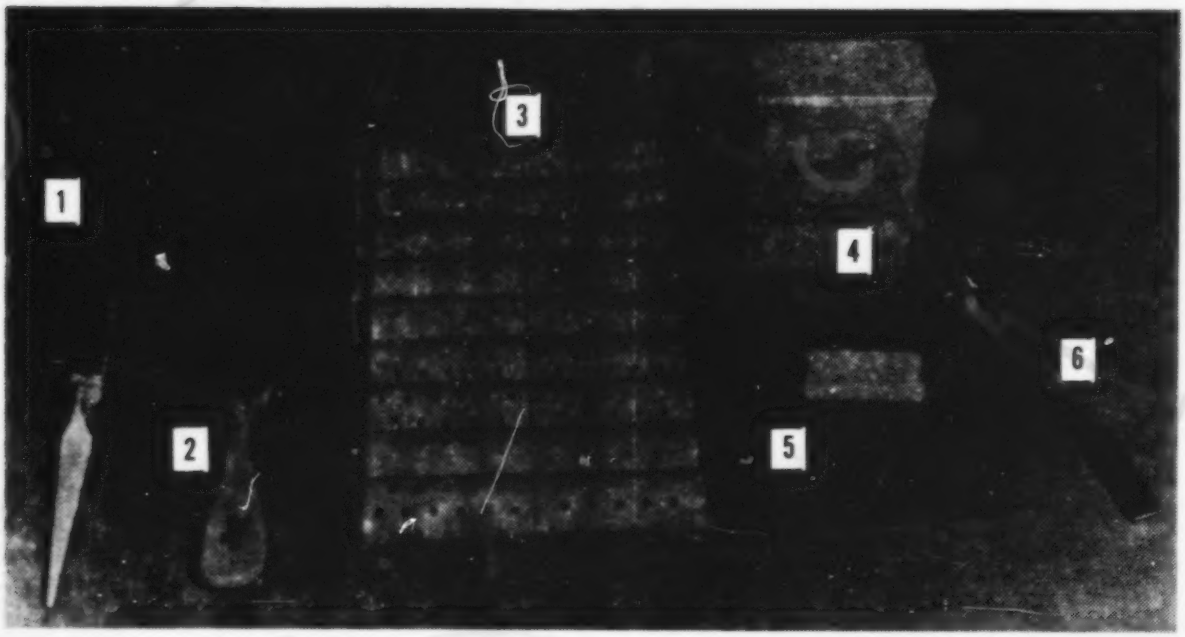
HAIR STYLIST

The largest part of a beautician's time is spent with the patron's hair. If you are studying to become a cosmetologist, you will learn the makeup of the hair and will spend much time practicing with the hair on a mannequin, then on a fellow student. You will spend much time with brushing and shampooing skills. You will only practice two skills in your prevocational class: 1. To section off the hair and to roll the hair of your mannequin on rollers, and 2. To blow dry as it is styled with a brush. Men and women use this method of styling the hair.

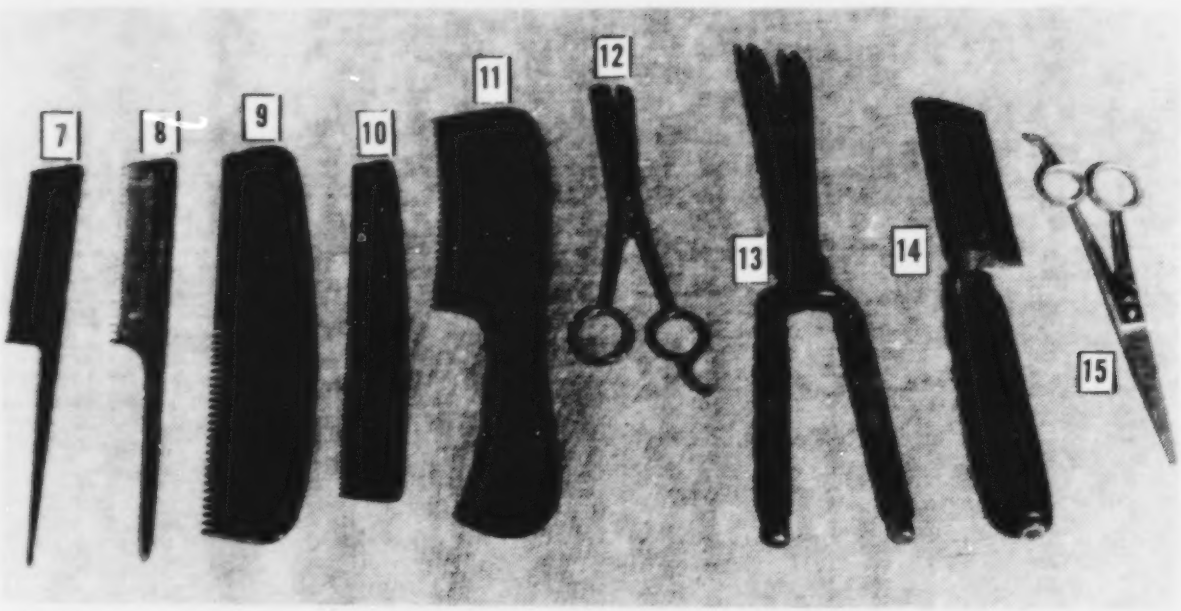
Instructional Objective 1

The student will identify all the tools used in hair styling.

1. Rat tail brush
2. All-purpose brush
3. Set of rollers
4. Clips
5. Lift
6. Razor



7. Rat tail comb
8. Rat tail comb
9. Comb
10. Styling comb
11. Afro comb
12. Thinning shears
13. Curling iron
14. Hot comb
15. Tapering shears



Check Point

On the test for identification of hair styling equipment, fill in the proper letter with the correct number.

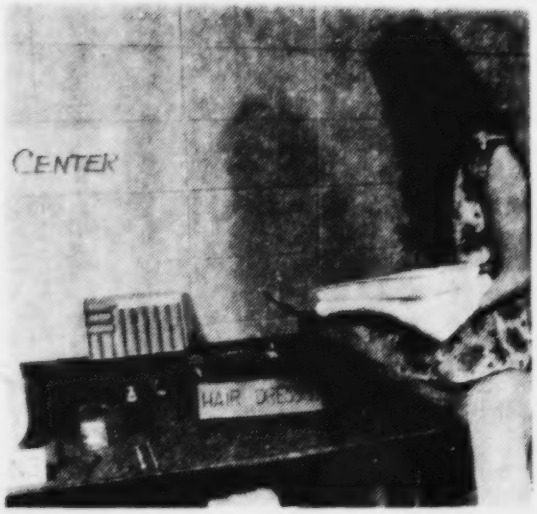
Instructional Objective II

The student will identify equipment needed to roll the hair on the mannequin.

STEP 1 – Locate area in room designated as hairstyling center. You will experiment with roller setting.

STEP 2 – Study carefully the equipment and supply list needed.

Equipment for rolling:
1 all-purpose brush
1 comb out comb
1 finger waving comb
1 rat tail comb
1 spray bottle for water
1 yard square of plastic
2 towels
10 dozen rollers in assorted sizes with plastic tray
1 box or 4 dozen clips



STEP 3 – Acquire the equipment and supplies needed from the supply house.

STEP 4 – Return to hairstyling area

Check Point

Compare equipment to items shown on the following illustration.

Instructional Objective III

The student will be able to demonstrate one way to roll hair after brushing and parting in sections.

STEP 1 – Cover table with plastic.

STEP 2 – Firmly brush tangles from hair on mannequin.

STEP 3.– Fill spray bottle with cold water.

STEP 4 – Spray mannequin's hair with water.

STEP 5 – Work dampness in with hands.

STEP 6 – Comb hair to remove tangles. The hairstyle determines the way the rollers are put in the hair. This is only one method that may be used.

STEP 7 – Part off a section of the hair the size of the length of the roller used.

Check Point

Compare the sections you have combed to the side of your mannequin to the diagram.

Instructional Objective IV

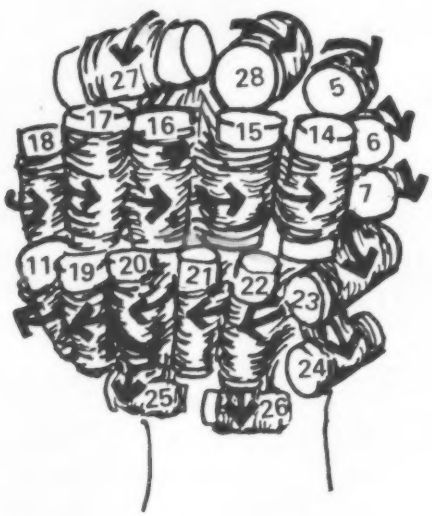
The student will place rollers in the hair of the mannequin.

STEP 1 – Comb the hair straight up from the scalp of the mannequin.

STEP 2 – Smooth the ends over the roller and rolling the hair away from the face, roll down and pin to hair close to the scalp with clips. Put in rollers 1,2,3,and 4. Notice the direction of the arrows. This is the direction for rolling.

STEP 3 – Continue rolling the front section, putting in rollers 5, 6, 7, and 8.

STEP 4 – Continue rolling the same way on the left side, putting in rollers 9, 10, 11, 12 and 13.

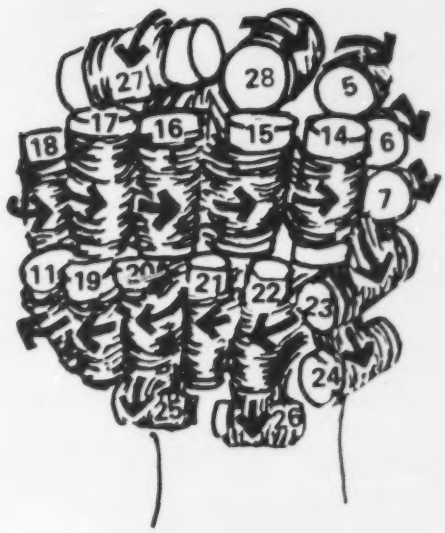


STEP 5 – Complete rolling rollers 14-28.

STEP 6 – Since class time will not permit drying and brushing out your style, the rolling process is all you will do today. Your teacher may want you to remove the rollers and return them to the supply table.

Check Point

Compare your mannequin to the following drawing.



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Instructional Objective V

The student will prepare the hairstyling center for styling with blowdrying.

STEP 1 – Locate area in room for hairstyling. You will experiment with blow drying and styling.

STEP 2 – Study list of equipment and supplies.

Equipment for Blow Drying
1 mannequin–short hair
1 all-purpose brush
1 round brush
2 towels
1 spray bottle for water
1 yard square of plastic
1 afro comb
1 comb-out-comb
1 blow dryer

STEP 3 – Go to supply house and select your supplies.

STEP 4 – Cover area with plastic selected.

Check Point

Compare equipment selected with the following picture.

Instructional Objective VI

Given a mannequin and equipment needed, the student will demonstrate ability to blow dry and style the hair.

STEP 1 – Wet hair of mannequin with water from spray bottle.

STEP 2 – Towel dry lightly.

STEP 3 – Comb out all tangles.

STEP 4 – Take a small section of the hair and wind it carefully around the bristle brush. Keep winding until you reach the scalp. Wind very carefully to prevent pulling.

STEP 5 – Direct heat from blow dryer down the shaft of the hair and on the hair rolled around the brush.

STEP 7 – Return supplies and equipment to supply table.

STEP 6 – Experiment to see what style you can create on this mannequin.

Check Point

Is hair dry and attractive?

EYEBROW STYLIST

EYEBROW STYLIST

A task that a cosmetologist has is shaping the patron's eyebrows. It is necessary to have a chair which reclines to perform this job. Since you do not have this type, you will only prepare your patron for tweezing. It would be most uncomfortable to shape eyebrows while the patron is sitting straight in a chair.

Instructional Objective 1

The student will identify the 12 items used in the eyebrow arching center.

1. 3 oz. cleansing cream
2. Bottle 70% alcohol
3. Small bottle astringent
4. Box boric acid for making solution
5. Dozen disposable neck strips
6. Bag of 50 sterile cotton balls
7. Container for wet sanitizer
8. Pair of eyebrow tweezers
9. Eyebrow pencil
10. Cape
11. Towels
12. Eyebrow brush

Check Point

On the test for identification of eyebrow arching equipment, fill in the proper letter with the correct number.

Instructional Objective II

The student will prepare area for eyebrow arching.

STEP 1 – Locate area in room for eyebrow arching.

STEP 2 – Study list of supplies and equipment needed.

1 cleansing cream, 3 oz.
1 bottle 70% alcohol
1 small bottle astringent
1 box boric acid (for making solution)
1 dozen disposable neck strips
1 bag of 50 sterile cotton balls
1 container for wet sanitizer
1 pair of eyebrow tweezers
1 eyebrow pencil
1 cape
2 towels
1 eyebrow brush

STEP 3 – Go to supply table and get your equipment and supplies

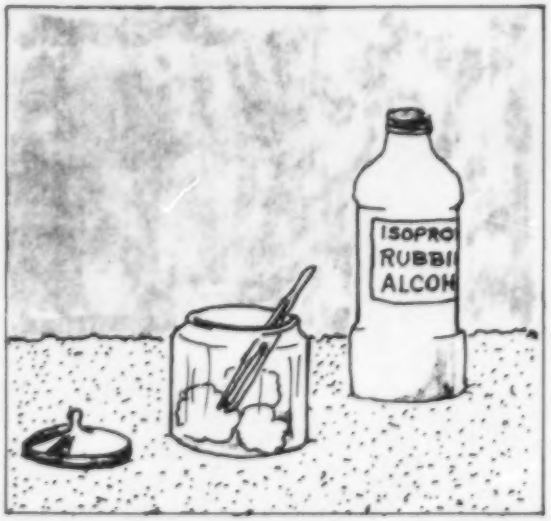
Check Point

Compare equipment selected to diagram to be sure you have things needed.

Instructional Objective III

The student will prepare patron for arching the eyebrows. The student may only prepare the patron for eyebrow arching, you may not pluck the eyebrows.

STEP 1 – Place a towel over the head rest of the chair and a plastic cape around the patron and a disposable neck strip of gauze or cotton around hair line to protect the hair.



STEP 2 – Prepare a sanitizer for tweezers by placing three or four cotton balls in a small jar and pouring in 70% alcohol to dampen them.

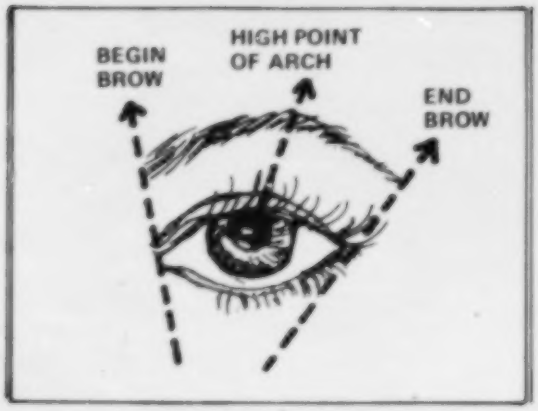
STEP 3 – Remove any eye makeup by rubbing on a small amount of cleansing cream and removing cream and makeup with cotton balls.

STEP 4 – Place a moist, warm, folded towel across eyebrows to soften and relax skin.

STEP 5 – Determine eyebrow length and point of greatest height: (You will use this technique with the paper face sample provided by the instructor)

a. Put the eyebrow pencil from nose to corners of the eye. Where pencil crosses eyebrow should be outer end. It usually comes about ⅛ inch (1.27 cm.) past the corner of the eye. Mark this with eyebrow pencil.

b. Put pencil from edge of nose straight up by inner corner of eye. Where pencil touched brow is inside point. Mark this with pencil.



c. The highest point of the arch should be directly above the outer edge of the iris of the eye. Be sure patron is looking straight ahead.

Check Point

Have you prepared a sanitizer?

Check points for length of eyebrow and height of arch.

Have you protected the hair and removed eye make-up?

Instructional Objective IV

The student will form two eyebrows by the technique described in the booklet.

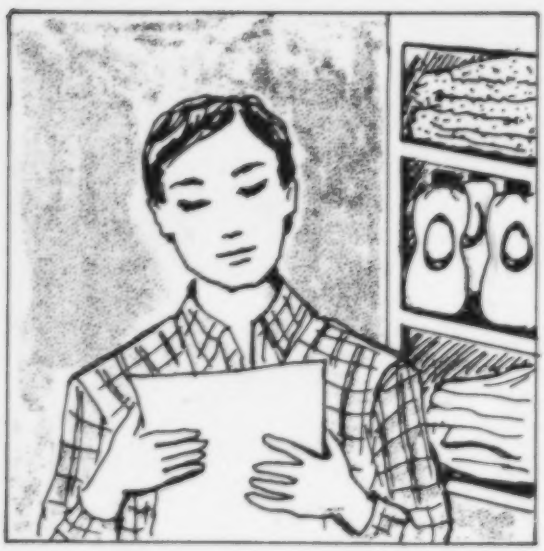
STEP 1 – Now you may get the paper face from your instructor.

STEP 2 – Using the same procedure described in this booklet, arch the eyebrows on the paper face.

Check Point

Turn your sheet in to your instructor when you have finished.

INSPECTOR



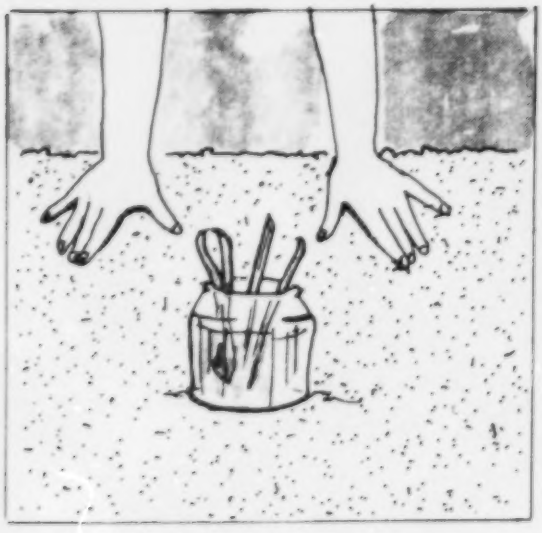
INSPECTOR

To protect the patrons, the state cosmetology board has set up very rigid standards for all beauty shops. Among the functions are to see that equipment is sterile and that shops are kept clean. A state inspector is a person who visits beauty shops to see that these standards are being carried out.

You are to be the inspector. These are the things you check.

Instructional Objective 1

Check to see that operators are using sterile equipment and have clean working areas.



STEP 1 – The manicurist has prepared a wet sanitizer and has the cuticle nippers, orange wood stick, and cuticle lifter in it.

STEP 2 – Seventy percent alcohol has been used to clean manicurist's hands and hands of customer.

STEP 3 – The person plucking eyebrows has sterilized tweezers.

STEP 4 – Check for clean work areas.

331.674-010 MANICURISTS (per. ser.)

Cleans, shapes, and polishes customers' fingernails and toenails: Removes previously applied nail polish, using liquid remover and swabs. Shapes and smooths ends of nails, using scissors, files, and emery boards. Cleans customers' nails in soapy water, using swabs, files, and orange sticks. Softens nail cuticles with water and oil, pushes back cuticles, using cuticle knife, and trims cuticles, using scissors or nippers. Whitens underside of nails with white paste or pencil. Polishes nails, using powdered polish and buffer, or applies clear or colored liquid polish onto nails with brush. May perform other beauty services such as giving facials, and shampooing, tinting, and curling hair [COSMETOLOGIST (per. ser.)].

332.271-010 COSMETOLOGIST (per. ser.) beautician; beauty culturist; beauty operator; cosmetician.

Provides beauty services for customers: Analyzes hair to ascertain condition of hair. Applies bleach, dye, or tint, using applicator or brush, to color customer's hair, first applying solution to portion of customer's skin to determine if customer is allergic to solution. Shampoos hair and scalp with water, liquid soap, dry powder, or egg, and rinses hair with vinegar, water, lemon, or prepared rinses. Massages scalp and gives other hair and scalp-conditioning treatments for hygienic or remedial purposes [SCALP– TREATMENT OPERATOR (per. ser.)]. Styles hair by blowing, cutting, trimming, and tapering, using clippers, scissors, razors, and blow-wave gun. Suggests coiffure according to physical features of patron and current styles, or determines coiffure from instructions of patron. Applies water or waving solutions to hair and winds hair around rollers, or pin curls and finger-waves hair. Sets hair by blow-dry or natural-set, or presses hair with straightening comb. Suggests cosmetics for conditions, such as dry or oily skin. Applies lotions and creams to customer's face and neck to soften skin and lubricate tissues. Performs other beauty services, such as massaging face or neck, shaping and coloring eyebrows or eyelashes, removing unwanted hair, applying solutions that straighten hair or retain curls or waves in hair, and waving or curling hair. Cleans, shapes, and polishes fingernails and toenails [MANICURIST (per. ser.)]. May be designated according to beauty service provided as FACIAL OPERATOR (per. ser.); FINGER WAVER (per. ser.); HAIR COLORIST (per. ser.); HAIR TINTER (per. ser.); MARCELLER (per. ser.); PERMANENT WAVER (per. ser.); SHAMPOOER (per. ser.).

332.271-018 HAIR STYLIST (per. ser.) hairdresser.

Specializes in dressing hair according to latest style, period, or character portrayal, following instructions of patron, MAKE-UP ARTIST (amuse. & rec.; motion pic.; radio & tv broad.), or script: Questions patron or reads instructions of MAKE-UP ARTIST (amuse. & rec.; motion pic.; radio & tv broad.) or script to determine hairdressing requirements. Studies facial features of patron or performing artist and arranges, shapes, and trims hair to achieve desired effect, using fingers, combs, barber scissors, hair-waving solutions, hairpins, and other accessories. Dyes, tints, bleaches, or curls or waves hair as required. May create new style especially for patron. May clean and style wigs. May style hairpieces and be designated HAIRPIECE STYLIST (hairwork).